

Return to On-Site Work



RTOW 2.0 Safety and Health Requirements

March 10, 2021

The following information has been compiled to ensure you have the latest guidance and resources. It applies to our entire workforce, including both civil servants and contractors. Please be sure to review it carefully and continue to visit [LaRC SOS](#) for additional resources and the latest information.

Center leadership strongly encourages employees and supervisors to work together to assess individual comfort level, risks, concerns and appropriate work arrangements.

We have established a strong culture of caring at NASA Langley, as emphasized in our safety and mission assurance programs. Everyone must exercise personal responsibility, make informed decisions, communicate and adhere to guidance.

Guidance for Supervisors and Team Leads

- The policy now is all on-site employees must wear a mask *and* practice physical distancing. Federal employees, on-site contractors, and other individuals in federal buildings and in groups outdoors on federal property (even if physically distanced) must [wear a mask](#) that [covers the nose and mouth](#) and otherwise is in accordance with current [CDC](#) and Occupational Safety and Health Administration guidance.
- Face coverings may be removed only:
 - if an employee is alone in an office with floor-to-ceiling walls and a door, or alone outdoors;
 - when alone in a vehicle;
 - for brief periods of eating or drinking; or,
 - when a face covering creates a real hazard, as determined by center safety officials.
- Individuals may lower their masks briefly for identification purposes in compliance with safety and security requirements.
- On-site work must only be approved for tasks that cannot be completed remotely. The number of personnel allowed to work on-site must be limited to the minimum needed to safely accomplish the tasks.
- Supervisors and project leads will evaluate the type of location, number of people in the location, tasks to be performed and readiness of institutional/research assets.
- The process requires that all safety precautions be abided by, including minimizing exposure, keeping density of personnel in buildings low and avoiding long-term exposure to others. Examples include implementing staggered work schedules as much as possible.
- Safety training is required for everyone prior to returning to center. For information about Safety Training click [here](#) or contact the safety office at 757-864-7233 or 757-864-8994.
- Contact the NASA Langley Occupational Health Officer* if someone under your supervision reports possible COVID-19 symptoms or potential exposure. Ensure the person is sent home if they are on-site and that they remain away until successful completion of the self-quarantine period. The Occupational Health Officer will notify the Clinic and Human Resources for follow-up.

*Occupational Health Officer Contact Information: Tina Guldin (christina.m.guldin@nasa.gov) and Brian Vandevender (brian.a.vandevender@nasa.gov).

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General Expectations for Employees Returning to On-Site Work

- Employees shall stay home and notify their supervisor if they are sick or have been in close contact with someone who has tested positive for COVID-19 within the past 5 days. Close contact is defined as being within 6-feet or less for 15 minutes or longer, cumulatively, in a 24-hour period.
- Employees shall stay home and notify their supervisor if they are experiencing any symptoms of COVID-19 (fever, headache, difficulty breathing, etc.) even if their symptoms are mild.
- Hands shall be frequently washed with soap and water. Hand sanitizer shall be used when hand washing is not possible/practical.
- Avoid touching your face, including eyes, nose and mouth.
- Clean and disinfect shared surfaces in your work area that are routinely touched. This includes door handles, phones, etc.
- Limit the sharing of equipment as much as possible. If equipment must be shared, it shall be cleaned and disinfected after use. (NOTE: be careful to follow manufacturer's recommendations for electronic equipment).
- Avoid touching objects (desks, countertops, etc.) in common areas.

Positive and Presumed Positive COVID-19 Diagnosis

If a member of our workforce tests positive, or is presumed to be positive, for COVID-19 within five days of last being on center, he/she must notify their supervisor. The person will be asked to self-quarantine for 10 days and to provide his/her supervisor with a list of any center personnel with whom he/she may have been in close contact for the previous five days. Close contact is defined as being within 6-feet or less for 15 minutes or longer, cumulatively, in a 24-hour period.

Please note, we are also asking that employees must report if they are working on-site and a member of their household tests positive or is presumed positive.

Contact Tracing

The list, noted above, is collected so that contract tracing can be conducted. The Center Occupational Health Officer (OHO) in coordination with the civil servant or contractor's management will work to identify and notify anyone who may have been in close contact with the person who is positive/presumed positive. They will also be asked to self-quarantine for 10 days.

Additionally, the OHO and Center Industrial Hygienist, in coordination with the civil servants and/or contractor's management will assess any potentially contaminated areas and/or buildings to determine the best course of action. These areas may be closed for 5 days or disinfected. The status of areas/buildings will be posted on the LaRC SOS site.

Quarantine

Any employee who is in quarantine will not be allowed to return to work on-site until cleared by the center Chief Medical Officer or designee. The employee needs to contact the clinic at 757-864-3193 and speak with Dr. Biernacki or Cheryl Oscar. The following criteria are used to determine clearance:

- Employees who test positive or exhibit symptoms:
 - It must be 10 days since the employee tested positive or first developed symptoms.
 - The employee must have no fever and no symptoms for at least three days.
- Employees who have quarantined as a result of close contact:



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- It must be 10 days since the employee was exposed and the must have no symptoms.
 - The employee may also be tested (using RT-PCR) between four and five days after known exposure, and if the test is negative, the employee may be cleared after the seventh day, assuming they remain asymptomatic.
- Employees who have quarantined as a result of close contact with a member of their household:
 - Should self-isolate and if possible, away from the positive member of the household.
 - The employee should quarantine, while their family member is sick and for an additional 10 days after the family member has recovered (with no symptoms for 24 hours).
 - Return to work may be either seven days with negative RT-PCR testing of the employee, or 10 days without testing.
 - If the household contact receives a negative PCR test, the employee may return to work immediately assuming they are asymptomatic.

General Cleaning Procedures and Cleaning Guidance

- The custodial contractor is currently providing enhanced cleaning services for occupied facilities two times per week.
- Each employee will be expected to clean their own desk/work area. Disinfectant and cleaning supplies will be supplied. Cleaning shall be performed in the following manner:
 - Frequently touched surfaces shall be cleaned with disinfectant
 - Ensure the surfaces are evenly wetted (be careful with electronics and follow manufacturer recommendations)
 - Allow for sufficient contact time
 - Wipe clean with disposable wipe
 - Used cleaning materials can be disposed with regular trash

Guidelines Personal Protective Equipment (PPE)

- Protective eyewear shall be worn to the extent possible. The use of eyewear can reduce the likelihood of airborne droplets contacting the eyes and face and serve as a reminder to wearers not to touch their eyes or face without first washing their hands.
- PPE such as hard hats, lab coats, and other wearable items shall not be shared unless absolutely necessary, and only after they have been thoroughly cleaned.
- Gloves are only recommended for use while cleaning. Frequent handwashing provides better protection than wearing gloves.

Visit [LaRC SOS](#) for current information regarding: access gate, badge and pass office, building status, deliveries, visitors, etc. along with the latest Return to On-Site Work (RTOW) materials and resources.